



## **EMPLOYMENT OPPORTUNITY**

Property and Evidence Custodian

Salary: \$2663.00 – \$3459.00 monthly Range 40

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**Recruitment # 1372-10   Opens: October 6, 2010   Closes: October 20, 2010**

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### **Job Summary**

Reporting to a Region Captain and working closely with WDFW enforcement officers, this position is responsible for ensuring that property and evidence is documented, packaged, handled and stored within WDFW Enforcement Program Regulations and accreditation guidelines. The position is also responsible for evidence storage facilities in WDFW Regions Four, Five, Six and the Statewide Marine Division. The duty station is to be determined, but may be in Montesano, Mill Creek, or Vancouver depending on the needs and interests of the selected candidate and the agency. Principal activities include:

- Receiving, securing, preserving, recording, transporting, disposing, and storing property and physical evidence for use in criminal prosecutions.
- Responding as directed to incident scenes to gather evidence into custody.
- Utilizing computer systems to maintain records, logs, and files related to criminal evidence, laboratory analysis and seized items for forfeiture.
- Communicating with officers regarding status of cases and releasing evidence for court purposes while maintaining the proper chain of evidence.
- Providing expert testimony in courts of law certifying to chain of evidence.

Typical hours are 8:00 am to 5:00 pm. but travel is required within WDFW Regions Four, Five and Six. The employee must safely handle drugs, guns, and valuable assets under strict protocols to ensure proper evidence handling and safety of self and officers. The position requires the ability to lift and transport 80 to 100 lbs with reasonable assistance (for example, commercial crab pots) and the abilities to detect chemical smells, visually detect unsafe packaging and hear alarms to avoid dangers and take appropriate action to avoid hazardous exposures. The employee must be able to maintain a valid Washington State driver's license.

**Interested applicants please note: Finalists in the selection process will be required to successfully complete a law enforcement background check including a polygraph.**

### **Qualifications**

To be considered for this position, applicants must have a high school diploma and related experience in a law enforcement agency collecting, preserving, recording and disposing of evidence and property. Preferred applicants will also have successfully completed the Washington State Criminal Justice Training Commission's class for Property & Evidence Officers and have obtained the Washington State Patrol Crime Laboratory Division certification for Leaf Marijuana Identification Technician.

Competencies -- The best qualified applicants will have training, education, and practical experience that demonstrate the following:

- Working knowledge of computer applications including Microsoft Excel, Access and Word
- Working knowledge of WDFW Enforcement Police regulations
- Knowledge of property and evidence handling procedures, rules, regulations
- Record keeping, attention to detail, analysis, and related skills necessary to become proficient in performing audits of Regional, Marine Division and detachment evidence, property records and inventory
- Ability to work independently and plan, organize and coordinate on an operational level within the assigned regions

### **How to Apply**

To apply for this position you must provide complete and specific information that shows how you meet the qualifications and competencies described above. Submit a signed state application that describes your experience and education relevant to the competencies and qualifications for which you wish to receive credit.

### **Here are the ways you can submit your signed application.**

1. Scan a signed copy and send by e-mail to: [WDFWjobs@dfw.wa.gov](mailto:WDFWjobs@dfw.wa.gov)
2. Or Fax (360) 902-2392 Attn: Margaret Gordon

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